



## **Department of Energy**

Washington, DC 20585

**August 13, 1997**

### **MEMORANDUM FOR**

### **HEADQUARTERS PRINCIPAL BUDGET CONTACTS**

#### **FROM:**

**LYNWOOD H. HENDERSON, DIRECTOR /s/  
OFFICE OF BUDGET**

#### **SUBJECT:**

**FY 1999 Update to OMB Chapter of The DOE Budget  
Formulation Handbook**

Attached is the revised OMB Budget Chapter of the DOE Budget Formulation Handbook for preparation of FY 1999 OMB budget requests. A summary of changes is provided to assist you in preparing this year's OMB submission. The OMB budget requests will be prepared in accordance with the attached chapter and the FY 1999 OMB Call which will be issued shortly. Draft budgets will be submitted to the Office of Chief Financial Officer by August 28, 1997, with final budgets due by September 4, 1997. Also, please be reminded that a electronic copy of program budget requests are required to be submitted with your OMB budget submission. The OMB Chapter is available on the DOE CFO Homepage in WordPerfect 6.1 and Acrobat PDF formats at <http://www.cfo.doe.gov/budget>.

We welcome any comments, suggestions or ideas you may have to make this a more useful document. Please direct any comments or questions you may have to Roy Craig on 202 586-3455.

Attachments

DOE Budget Formulation Handbook  
Chapter III - OMB Budget Review Process

**Summary of Changes  
(Revised August 1997)**

Page No.

- III-3.55      **Program Direction - Salaries and Benefits.** The annual \$80 payments to the civil service retirement fund for currently employed CSRS and FERS personnel required by the Federal Workforce Restructing Act of 1997 is no longer required.
- III-3.56 & 57      **Program Direction- Support Services.** The FY 1998 House EWD report language (H.R. 105-90) requires that all support services contracts be budget for in shown in the Program Direction account regardless if they fund a program mission line or are for the benefit of a Federal FTE.
- III-3.77      **Project Data Sheets.** OMB has changed its approach regarding the full funding of fixed assets. This year OMB has directed that capital projects be fully funded by using incremental budget authority for the budget year plus advance appropriations for the outyears necessary to fully fund current and proposed construction projects. Obligations in the budget year and outyears shall equal the amount of appropriations that would have been requested if the incremental funding policy were still in place. The request for advance appropriations must be written in the appropriation language which funds the project.
- III-3.95      **Project Data Sheet Format Change.** The project data sheet format has been modified to eliminate redundancy in reporting requirements for the Federal Acquisition Streamlining Act and OMB Circular A-11, Part III, on asset reporting. This information will be used for the OMB A-11 Exhibit 300B Report.
- III-4.29      **Planning and Budgeting for the Acquisition of Capital Assets.** Exhibit 300A will reflect advance appropriations this year. Also, OMB has revised DOE's dollar threshold and format for Exhibit 300B, Capital Asset Plan and Justification reporting for FY 1999. The revised dollar threshold includes all line item construction projects with Total Estimated Cost greater than or equal to \$20 million for which new budget authority is requested in FY 1999 or for which the uncosted balances are equal to or greater than \$10 million as of September 30, 1997. The new report is called the OMB A-11 Project Status Report which provides performance data for the project.
- III-4.49      **Program Funding By Contractor and Location System** is not required for the OMB submission.

III-4.50

**Motor Vehicles.** OMB A-11 requires that the Department be committed to complying with Energy Policy Act of 1992 (EPACT) which mandates that, subject to some conditions and exemptions, 75 percent of vehicles acquired by Federal agencies in FY 1999 should be alternative-fueled vehicles (AFVs).